

**POSITION DESCRIPTION
COUNTY OF MADISON, INDIANA**

POSITION: Clerical Assistant, Nursing Division
DEPARTMENT: Health
WORK SCHEDULE: Evenings and Saturdays
JOB CATEGORY: Non-exempt

DATE WRITTEN: August 2020

STATUS: Contract

Pay: 15.00/hr

This is a contract position to run through June 30, 2021.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Individual serves as a clerical assistant to the Nursing Division

Duties

Enters data, checks and verifies computer records. Generates computerized reports, supply inventory management.

Distribute general information to the public on other agencies

Routine faxes

May assist with data entry utilizing the ISDH surveillance system (NBS)

Assist staff in planning and preparation

Process all patient check in, electronic medical records, insurance billing

Assist with patient scheduling

I. Job Requirements

Possesses administrative skills

Possesses strong verbal and written communication skills

Efficient and accurate keyboarding skills

Basic knowledge of computer and ability to learn tasks in various programs

Ability to give simple, clear, accurate verbal and written instructions and information from established facts and texts

Ability to read, understand and follow basic verbal and written instructions and information

Ability to maintain flexibility in daily task and scheduling of work time

Working knowledge of general public health laws and regulations, and specific County health policies

Working knowledge of and ability to follow confidentiality policy

Reliable transportation

II. Difficulty of Work

Individual performs a full range of duties and a variety of duties to assist the Nursing staff in clerical and education services to individuals of the community.

III. Responsibility

Individual applies the accepted principles, policies, and practices of the Nursing Division, and Madison County Health Department to individual situations.

IV. Personal Work Relationships

Individual maintains contact with the Department staff, community members, professionals, and students for the purpose of rendering health care services, promotion, and explanation of the Department programs.